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ONTARIO

DEPARTMENT OF EDUCATION

# MEMORANDUM

## RE COURSES LEADING TO TEACHING CERTIFICATES VALID IN ONTARIO SECONDARY SCHOOLS

**(To be read in conjunction with Memorandum 1963-64:43)**

The following announcement is made in order to provide information with regard to the professional training of secondary school teachers. The notes at the end of the Memorandum should be read where they are applicable to the sections 2-12.

### 1. THE REGULAR COURSES

(i) the regular courses (September to May) at the Ontario College of Education, Toronto, will be continued and will provide instruction and practice teaching leading to the Interim High School Assistant's Certificate, Type B; the Interim High School Assistant's Certificate, Type A; and supplementary certificates in certain subjects.

(ii) The conditions of admission are stated in the Calendar of the College.

### 2. INITIAL SUMMER COURSE

(i) A special eight-week summer course leading to a Temporary Secondary School Certificate will be offered in 1964 at each of Toronto (Ontario College of Education), Kingston (Queen's University) and London commencing June 29 (9.00 a.m.) and ending on August 21.

(ii) The same type of course, including practice teaching, will be given at all three centres, except as noted in (viii) below.

(iii) It is expected that applicants resident in the Counties of Durham and Northumberland, Hastings, Peterborough, Renfrew, and counties east of these will attend the course at Kingston, and that those resident in the Counties of Grey, Wellington, Waterloo, Brant, Norfolk, and counties southwest of these will attend the course at London, except as noted in (viii) below. Applicants from other parts of Ontario will be expected to attend the course at Toronto.

(iv) The conditions of admission to the Initial Course will be as stated in the Calendar for 1964-65 of the Ontario College of Education for admission to the regular winter course.

(v) All applications for admission to the Initial Course at Toronto, Kingston, or London must be made to the Registrar, Ontario College of Education, 371 Bloor Street West, Toronto, not later than June 1, on a form which will be mailed to the applicant when the Letter of Permission and a copy of the contract have been received at the College. As soon as possible after an applicant has been employed, he should see to it that a contract is signed at once and sent to the Registrar. (Ref: Memorandum 1963-64:43, Section 5)

(vi) In each Initial Course a candidate will be required to study School Management and Law and an appropriate pattern of three secondary school subjects chosen from the following: English, History, Geography, Latin, French, Français, Mathematics, and Science. Commercial Subjects or Home Economics or Physical Education may be chosen as a supplementary subject and substituted for one of the three subjects of the eight aforementioned on condition that an applicant for Commercial Subjects has university credit, or has passed a test, in commercial skills or subjects, an applicant for Home Economics has sufficient credits in the subject in her university course, an applicant for Physical Education has a degree in the subject or has been employed to teach at least 8 periods per week in the subject. Candidates choosing the option of Commercial Subjects or Home Economics or Physical Education will

be considered qualified in that subject if they are successful in the summer courses, teach satisfactorily and proceed at their earliest opportunity to any special certificate that may be required in the subject and grades which they teach.

(vii) Candidates who have chosen the option of Commercial Subjects, Home Economics or Physical Education and who are successful in the Completing Course the following summer may receive, in addition to the Interim High School Assistant's Certificate, Type B, supplementary standing in the optional subject as indicated in the Calendar for the winter session.

(viii) The choice of Home Economics and Français as options will be available only at the course in Toronto.

3. SPECIAL COURSE FOR VOCATIONAL TEACHERS OF TECHNICAL SUBJECTS

The first summer session of a two-summer sequence of training for technical teachers will be offered in Toronto in 1964, commencing June 29 (9.00 a.m.) and ending August 14 for persons who

(i) have Grade 12 Ontario secondary school standing;

(ii) have had adequate practical trade experience in the field for which they seek professional training;

(iii) will pass an appropriate trade test, and

(iv) will complete successfully a course of pedagogy consisting of at least two summer sessions of seven weeks each.

This sequence of professional training will lead to the Interim Vocational Certificate, Type B, in Technical subjects (named). If there are sufficient applicants who are graduates of the Foods Administration course at the Ryerson Institute of Technology to organize a class, they will be included under this section.

For detailed information on this course, and the courses for teachers of Occupational Trades in section 4 below, interested persons are referred to Professor R. D. Phillips, Director, Vocational Teacher Education, Ontario College of Education, in order that Form 702 may be completed **before** they make contracts with boards.

4. SPECIAL COURSES FOR TEACHERS OF DIVERSIFIED TRADES IN OCCUPATIONAL CLASSES (PEDAGOGY)

The first summer session of a two-summer sequence of training for teachers of Occupational Trades will be offered in Toronto in 1964, commencing June 29 (9.00 a.m.) and ending August 14, for persons who

(i) have Grade 12 Ontario secondary school standing;

(ii) have had adequate practical experience in a particular field or fields of diversified occupational training;

(iii) will pass an appropriate trade test, and

(iv) will complete successfully a course in pedagogy of at least two summer sessions of seven weeks each.

This sequence of professional training will lead to the Interim Occupational Certificate, Type B. The provisions of Memorandum 1961-62:39, Qualifications of Teachers in the Occupational Programme of the Secondary Schools, will again be applicable in 1964.

5. SPECIAL COURSE FOR VOCATIONAL TEACHERS OF COMMERCIAL SUBJECTS (C2)

The first summer session of a two-summer sequence will be offered at Toronto in 1964, commencing June 29 (2.00 p.m.) and ending July 31, leading to the Interim Vocational Certificate, Type B, Commercial, valid for teaching in any secondary school the commercial subjects named on the certificate. To this five-week course may be admitted applicants

(a) who hold acceptable certificates, diplomas, or degrees as

(i) Chartered Accountants, Certified General Accountants and Registered Industrial Accountants;

(ii) graduates of the 3-year course in Secretarial Science at an Ontario Institute of Technology,

or

(iii) graduates of accredited universities who wish to qualify as teachers of certain commercial skills or subjects only;

or

(b) (i) who hold acceptable diplomas as graduates of the 3-year course in Merchandising Administration at an Ontario Institute of Technology; **and**

(ii) who have obtained positions to teach the various phases of distributive education

Applicants who are accepted for this course in specified commercial subjects, who complete a second summer course in 1965, and who teach successfully will be granted an Interim Vocational Certificate, Type B, in Commercial Subjects, and may proceed to obtain a Permanent Vocational Certificate.

Detailed information regarding this course and that in section 6, including any tests which may be required, should be obtained immediately from The Commercial Department, Ontario College of Education, in order that eligibility for admission may be established **before** a contract is made with a board.

## 6. SPECIAL COURSE FOR VOCATIONAL TEACHERS OF COMMERCIAL SUBJECTS (C3)

The first summer session of a three-summer sequence will be offered at Toronto in 1964, commencing June 29 (2.00 p.m.) and ending July 31, leading to an Interim Vocational Certificate, Type B, Commercial, valid for teaching the commercial subjects named on the certificate in any secondary school. To this five-week course may be admitted an applicant, 45 years of age or under, who submits the following:

(i) a statement to the Department of Education from the registrar of an Ontario university that the applicant has standing sufficient for entrance to the first regular year of the Faculty of Arts or Science; applicants may obtain such a statement by submitting the documents required by the registrar of the university concerned;

(ii) a statement satisfactory to the Ontario College of Education from an employer or employers that the applicant has had at least 5 years of office experience;

(iii) evidence that he is acceptable to the admissions committee and has passed a skill test at the Ontario College of Education (tests will be provided in Shorthand and Typewriting);

(iv) evidence that he has obtained on or after April 1, 1964, a contract (subject to the issue of a Letter of Permission on his behalf) from a secondary school board or a contract with an inspected private school to teach the commercial subjects in which he has passed a skill test.

If the applicant is successful in his summer courses and his teaching, his Letter of Permission will be renewable upon request once without advertising by the board which employs him. After the third summer course the successful candidate will receive the Interim Vocational Certificate, Type B, Commercial (subjects named). This certificate will be valid for 5 years. A Permanent Vocational Certificate, Commercial (subjects named) will be issued at the end of 5 years (or sooner) if the quality of the teacher's work has been satisfactory and he has completed half of the credits towards an acceptable university degree. Upon completion of the degree the teacher will be eligible to proceed towards commercial specialist status.

## 7. SPECIAL COURSE FOR TEACHERS OF PHYSICAL EDUCATION FOR GIRLS

Letters of Permission to teach Physical Education in a secondary school may be issued after April 1 on behalf of Ontario female elementary-school teachers who

(i) hold the Permanent Elementary-School Teacher's (or First Class) Certificate and submit a statement to the Department of Education from the registrar of an Ontario university that they have standing sufficient for entrance to the first regular year of the Faculty of Arts or Science; applicants may obtain such statements by submitting the documents required by the registrar of the university concerned;

(ii) are willing to take in 1964 a special secondary school five-week summer course in Physical Education offered in Toronto by the Ontario College of Education, commencing on June 29 (9.00 a.m.) and ending July 31, and

(iii) will teach the subject in a secondary school in September, 1964.

These Letters of Permission will be renewable from year to year upon request of the boards without advertising on evidence of the teacher's satisfactory work and progress towards an Arts or Science degree by summer work or evening classes following the first year of secondary school teaching. At least one university course per year and at least three courses in every two-year period will be required. When a teacher completes the Regular Summer Course later and obtains the Interim High School Assistant's Certificate, Type B, the special summer course in Physical Education mentioned above will be accepted for credit equal to the Intermediate Certificate, Part I, for secondary schools. It will be counted as one unit in Physical Education for elementary schools if the teacher does not finish the degree and returns to teaching in elementary schools.

Elementary-school teachers may apply for positions after February 26 but may not accept positions under the conditions outlined above and in Memorandum 1963-64:43, Section 3, before April 1. A teacher under this section may not be employed by a board unless at least half of the teacher's periods in the week will be devoted to Physical Education (including Health). This fraction of time and the other subjects which she will teach must be carefully set forth in Form 700 by the Secretary of the Board.

Where there is available no fully-qualified applicant or Initial Course applicant choosing Physical Education as an option, the board may give preference on or after April 1 to an elementary-school teacher who has

(i) attended Ontario Athletic Leadership Camp at Longford Mills as a secondary school pupil, or

(ii) taken summer course(s) in elementary-school Physical Education prior to the first announcement in this matter, and

(iii) has been recommended by the elementary-school inspector as a good prospective teacher of secondary school Physical Education.

8. COMPLETING SUMMER COURSES

(a) (i) A special Completing Course of seven weeks, consisting of History and Philosophy of Education, Educational Psychology, and further study in the same three secondary school subjects chosen for the Initial Course, will be given in the summer of 1964 at each of Toronto, Kingston (Queen's University), and London. This course will be available to candidates who have completed successfully the Initial eight-week Summer Course of 1963, have taught satisfactorily during the complete school year 1963-64, and have been recommended by the principal and the secondary school inspector concerned. On the successful completion of this course, the candidate may be granted an Interim High School Assistant's Certificate, Type B. The Completing Course will begin on June 29 (2.00 p.m.) and end on August 14. Applications are submitted to the Department of Education through the principals of the secondary schools on Form 901 in April. Acceptances will be mailed from the Ontario College of Education about May 1.

(ii) Candidates who chose Français as an option in 1963 will take the Completing Course in Toronto instead of Kingston. Change of centre should be noted on Form 901.

(iii) Subject to the conditions stated in (i), candidates who, in 1964, complete successfully the Initial Course will take a Completing Course to be offered at the same centres in 1965 in order that the requirements for an Interim High School Assistant's Certificate, Type B, may be fulfilled.

(b) (i) Second summer courses, and third summer courses where required, in technical, occupational and commercial subjects leading to an Interim Vocational or Occupational Certificate will be given in Toronto in 1964. Applications for all second and third summer courses, (Technical and Occupational, June 29, 9.00 a.m. - August 14; second summer Commercial, June 29, 1.00 p.m. - July 31), are submitted to the Department of Education through the principals of the secondary schools on Form 901 in April. Acceptances will be mailed from the Ontario College of Education about May 1.

(ii) Candidates who, in 1964, complete successfully the first technical, occupational, or commercial summer courses and who teach satisfactorily during the complete school year 1964-65 may be recommended by their principal and the secondary school inspector concerned for the second summer courses in 1965.

## 9. REGULAR SUMMER COURSE

A course of eight weeks, consisting of School Management and Law and an appropriate pattern of three secondary school subjects chosen from the following: English, History, Geography, Latin, French, Français, Mathematics, and Science, and including practice teaching, will begin on June 29 (2.00 p.m.) and end on August 21. It will be offered at Toronto only to candidates who have fulfilled the requirements for admission to the High School Assistant's course, Type B, and

(a) who hold Ontario Elementary-School Teachers' (or First Class) Certificates or

(b) who hold Ontario Vocational Certificates, or

(c) who have had equivalent training elsewhere.

These teachers will be exempted from attendance at a regular session of the Ontario College of Education, but shall attend the Regular eight-week Summer Course for a High School Assistant's Certificate, Type B.

## 10. TYPE A SEMINARS

(i) A special summer course of six weeks, beginning on June 29 (2.00 p.m.) and ending on August 7, will be offered, at Toronto only (except as indicated for Agriculture below), to provide the opportunity for teachers who hold a Permanent High School Assistant's Certificate or an Interim High School Assistant's Certificate, Type B, and who possess the necessary academic qualifications, to obtain an Interim High School Assistant's Certificate, Type A. Application should be made to the Registrar, Ontario College of Education, **by May 1,** even if results of university examinations are pending.

(ii) Professional courses leading to the Type A Certificate in one of the following special fields of scholarship will be offered:

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| Classics | French and Spanish | Physics and Chemistry | French Language and Literature |
| English | Geography | Physics and Biology | Geology |
| English and French | History | Chemistry and Biology | Geology and Geography |
| English and German | Latin and French | Home Economics | Political Science |
| English and Latin | Latin and Greek | Physical Education | Political Science and Economics |
| English and Spanish | Mathematics | Physics | Economics |
| English and History | Mathematics and Physics | Biology | Agriculture (Guelph) |
| French and German | Science | Chemistry | |

(iii) Applicants must be considered competent in their special fields of scholarship and teaching by the secondary school inspector concerned on the occasion of his regular visit.

## 11. HOME ECONOMICS SUMMER COURSE

(i) A special course of six weeks leading to the Interim Intermediate Home Economics Certificate will be offered in 1964 at Toronto only, commencing on June 29 (2.00 p.m.) and ending on August 7.

(ii) Applicants must hold a Permanent High School Assistant's Certificate or an Interim High School Assistant's Certificate, Type B.

(iii) Admission to this course is restricted to teachers who submit evidence of graduation with a standing not lower than 60% in the Home Economics of the final year of a university course approved by the Minister of Education in which Home Economics has been a regular subject of study.

## 12. SPECIAL COURSES IN SCHOOL LIBRARIANSHIP

Courses of six weeks leading to the Intermediate Part I and the Specialist Certificates in School Librarianship will be offered in 1964 at Toronto only, commencing on June 29 (1.00 p.m.) and ending August 7. Details of these courses may be obtained from Miss M. B. Scott, Associate Professor of School Librarianship, Ontario College of Education.

NOTE: 1. Except as required in Sections 8 and 10 above applications for all summer courses in this Circular must reach the Registrar or the Professor designated above for certain courses, Ontario College of Education, 371 Bloor Street West, Toronto, by June 1. Blank application forms may be obtained from the College.

2. Applicants for enrolment in first summer courses who do not hold any elementary or secondary school teaching certificate in Ontario must submit

   (a) a birth certificate;

   (b) a certificate, **if not a Canadian citizen,** from a competent authority that he is a British subject, or a Declaration of Intention to become a Canadian citizen;

   (c) a medical report from a qualified physician named by the Teacher Education Medical Board (information on procedure to be available to applicants through officials of employing boards after April 1).

3. Applicants who are university graduates must supply a transcript in duplicate showing details of the undergraduate course and proof of an acceptable degree.

4. Applicants for all first summer courses of training as secondary school teachers must submit evidence that they have accepted contracts offered by school boards for positions in 1964-65 which have been advertised on or after February 26 in a newspaper having a provincial circulation and for which no applications have been received before April 1 from teachers qualified under the Regulations. No understanding, verbal or otherwise, will be recognized as valid if reached between a prospective first summer-course teacher and a board or its officials before April 1.

5. In the case of an applicant for a first summer course who is under contract to teach in an Ontario private school, evidence must be submitted that he will teach at least one subject (other than Physical Education) in Grade 11 or Grade 12, that the school is eligible to apply to the Department of Education for inspection in these grades in 1964-65 and that an application for inspection will be made. It should be noted that Letters of Permission are not issued on behalf of prospective teachers in private schools.

William G. Davis

WILLIAM G. DAVIS,
*Minister of Education.*

TORONTO, January 2, 1964.